



Auditor Functions First Glance

eSTAR Overview

- **eSTAR** Time and Attendance application automates and standardizes the time collection and approval processes
 - Meet business goals
 - Control labor costs
 - Improve workforce productivity
 - Manage time off requests
 - Gives employees the ability to view and manage leave
 - Feeds directly into payroll
 - Enforces regulations concerning pay policies

Objectives

This session is intended to provide a first glance at the Auditor Role:

- Log into eSTAR and navigate through the application
- Modifying: Employee Schedules and Timesheets
- Modifying Balances
- Time off Request (TOR)
- Run Reports
- Locations of Reference information



eSTAR Access

Auditors access eSTAR to review employee timesheets by logging into ERP.

<https://portal.erp.state.de.us/psp/ps92pd/?cmd=login>

State of Delaware Terms of Use

I acknowledge that upon being **provided** security access to ERP (PHRST and/or FSF), I will have access to State of Delaware employee information classified as confidential or secret in accordance with the Department of Technology and Information's Data Classification Policy. I agree that I will not disclose or **permit** disclosure of any confidential or secret information to any other individual except for either the purpose of carrying out the duties of my position or **as otherwise permitted or authorized by law**. Further, I will take all necessary precaution to prevent the unauthorized use, disclosure or modification of ERP (PHRST and/or FSF) data and will bring to the **immediate** attention of my supervisor any situation which **does, or might, result in the unauthorized use, disclosure or modification** of ERP (PHRST and/or FSF) data. I understand that any breach of such confidentiality or wrongful or **unauthorized use, disclosure or modification** of ERP (PHRST and/or FSF) data may result in disciplinary action **against me up to and including** termination of employment.

I further understand it is my responsibility, as authorized, to enter only true and accurate information into the ERP (PHRST and/or FSF). Willful entry of inaccurate or wrongful information into the ERP constitutes fraud. If I am found to have engaged in fraudulent activity, I understand that I am subject to **having disciplinary action taken against me by the State of Delaware up to and including dismissal and/or criminal prosecution**.

User ID

Password

I AGREE to the State of Delaware Terms of Use displayed above. [\(click to check for updates\)](#)

Enable Screen Reader Mode

[Forgot your password?](#)

The Auditor Dashboard

The Auditor's Dashboard offers functions for handling the time and attendance data for their employees.

- Time Entry
- Schedules
- Reporting
- Exceptions

The screenshot displays the Auditor Dashboard interface. At the top, there is a blue navigation bar with the State of Delaware logo, 'Home', and 'Help' links. Below the navigation bar, the dashboard is organized into several sections:

- Time Entry:** Includes links for 'Edit Employee Time', 'Edit Time for Groups', and 'Approve Timesheets'.
- Schedules:** Includes links for 'Employee Calendars', 'Assign Schedules', and 'Manage Group Schedules'.
- Reporting:** Includes links for 'View Reports', 'New Analytics Report', and 'View Analytics'.
- Employees:** Includes a link for 'Maintain My Employees'.
- Exceptions:** A large panel on the right side with a message: 'There are no exceptions that match the current filter.'

Working with Schedules

- All Merit employees should be assigned a schedule
 - Job Aid 22 will provide you with the current schedules available in eSTAR
 - If a schedule needs to be created please send a Schedule Request Form
- C/S employee should have a “empty” schedule.
 - This employee should manually enter hours daily
- If an employee’s schedule changes, the approved schedule needs to be updated in eSTAR
 - If the employee is Time and Attendance verify that HR has received the new AWS schedule for the employee file
- Schedules will flow over to the timesheet

Modifying Timesheets

- You can modify the current timesheet or amend a timesheet within the last 28 days
 - Prior to this you will need to complete an amendment form
- Amended timesheet must be approved before it will process
 - An amended timesheet will process in the current pay period
- The system allows the auditor to see if an employee's timesheet contains errors/exception messages
- Timesheets with errors need attention before approval
- Only a manager can approve the timesheet
- If you see "lock by Jon Doe" this means the manager has approved the timesheet but it has not processed. If you need to make a change you will have to have the manager unapprove the timesheet

Modifying Balances

- New employee to DHSS
 - The auditor should receive an email notifying them of what the balances should be.
 - Annual Leave
 - Sick Leave
 - Floating Holiday
 - Next accrual amount
 - If this information is not correct after 30 days of employment please contact the Human Resources office.

Time Off Requests

- When an employee submits a time off request, the request is forwarded to the employee's manager for review
- The manager can then approve or reject the request
- Managers can cancel a request for an employee after approval in eSTAR
 - An employee can cancel a pending request.
 - Once a request is approved an employee **cannot** cancel the request in eSTAR. The employee must contact their supervisor.
- When an employee request leave on a holiday this must be manually entered on the timesheet.

Recommended Reports

- Timesheet Exceptions within Date Range
- Time off Request
- Amended Timesheets – Currently Open
- Timesheet Audit for Date Range
- Hours Worked by Pay Code
- Timesheet Detail Audit, No time exist 2 days before PPEnd
- Unapproved Timesheets

Reference

<https://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html>

- DHSS eSTAR information

<https://dhr.delaware.gov/policies/index.shtml>

- Quick Leave Reference Guide
- Floating Holiday Policy
- Compensatory Time Policy
- Alternative Work Schedule
- Parental Leave Policy and Procedure
- Voluntary Reduce Work Hours
- FLSA

<https://extranet.phrst.state.de.us/>

- eSTAR Tab

Holidays <https://dhr.delaware.gov/labor/holidays/>

Merit Rules <https://merb.delaware.gov/state-merit-rules/>

Job Aids <https://dhss.delaware.gov/dhss/dms/hrm/estar/jobaid.html>

SWCE announcements <https://dhr.delaware.gov/closings/> and DHSS notifications